



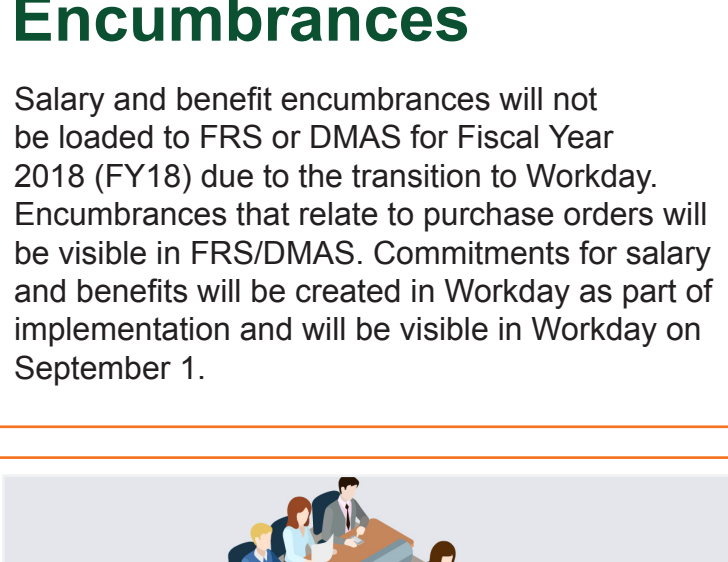
Welcome Summer!

With just two months left until the September 1 go-live, there are numerous opportunities to get prepared, including webinars, computer-based learning modules, in-person training, and practice labs. In order to review and sign up for these training opportunities, please visit: [ULearn](#).

On June 1, Reports, the University of Miami (UM)'s new dynamic business intelligence (BI) portal went live! Five years of detailed financial data is available and viewable in FRS format via the portal. Click [here](#) to learn more about Reports.

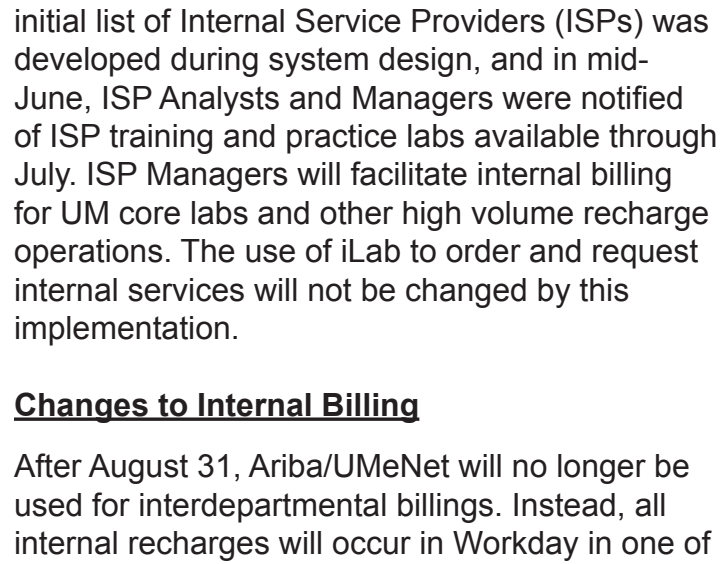
This is a major accomplishment for the BI team, and one that required the collaboration of many individuals. Congratulations!

- Theresa Ashman



Important Information about Salary Encumbrances

Salary and benefit encumbrances will not be loaded to FRS or DMAS for Fiscal Year 2018 (FY18) due to the transition to Workday. Encumbrances that relate to purchase orders will be visible in FRS/DMAS. Commitments for salary and benefits will be created in Workday as part of implementation and will be visible in Workday on September 1.



Registration is Now Open for Internal Service Provider (ISP) Analysts and Managers

Workday has functionality to facilitate intradepartmental recharging for research core facilities and non-research service providers. An initial list of Internal Service Providers (ISPs) was developed during system design, and in mid-June, ISP Analysts and Managers were notified of ISP training and practice labs available through July. ISP Managers will facilitate internal billing for UM core labs and other high volume recharge operations. The use of iLab to order and request internal services will not be changed by this implementation.

Changes to Internal Billing

After August 31, Ariba/UMeNet will no longer be used for interdepartmental billings. Instead, all internal recharges will occur in Workday in one of two ways:

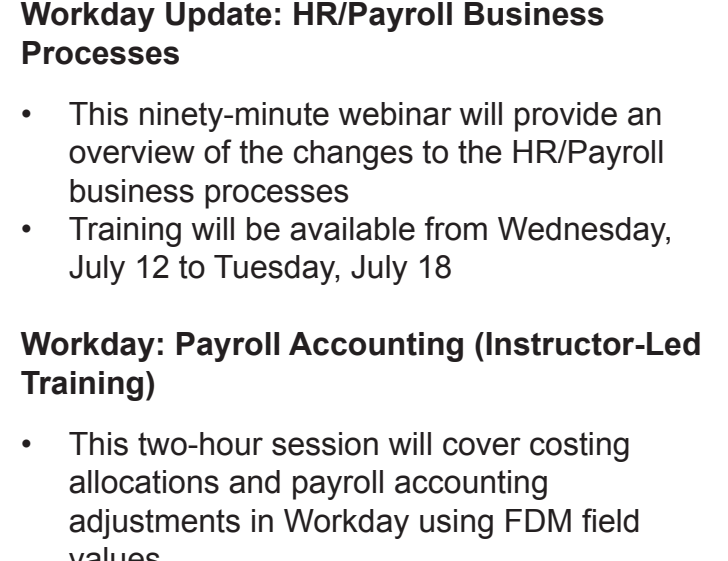
1. **Internal Service Provider** – High volume research core labs and other recharging operations have been identified by the Controller's Office and the Office of Research Administration to be established as ISPs for the September 1 go-live.
2. **Accounting Journal** – Those with the role of Accountant will create accounting journals in Workday to replace the Interdepartmental Requisitions (IDR) they currently use.

Training:

Half-day training sessions to learn the new processes in Workday are now available. To register for this role-based training, log in to [ULearn](#) and search using the keyword: "ISP" or the complete course name: **"Workday for Internal Service Providers."** Sessions are offered on the Coral Gables and Medical campuses.

Important: You will not be able to register until you complete the required Workday Financial Data Model (FDM) 101 online Computer Based Learning (CBL) module. To register, visit [ULearn](#) and search for the keyword: "FDM101," or by the complete course name: **"Workday FDM 101."** Completion of the previously offered FDM 101 webinar satisfies this requirement.

If you have questions or need further assistance, feel free to contact the Workday project team at: workdayfinance@miami.edu.



HR/Payroll Preparation for Workday Finance Implementation

As part of the implementation, the new Financial Data Model (FDM) will replace the use of FRS accounts and sub-object codes. This will impact some Human Resources (HR)/Payroll business processes by including FDM fields and/or newly created Finance security roles in approval routings. There will be an overview webinar in early July that will explore the details of these changes. Participation in this webinar is highly recommended.

For roles that initiate costing allocations and payroll accounting adjustments in Workday, a two-hour in-person class will be available beginning in mid-July. Practice labs will be available in late July for anyone who has participated in these training sessions.

Workday HR/Payroll Training Opportunities

To view the full schedule and register, please visit [ULearn](#) and search for: "HR/Payroll."

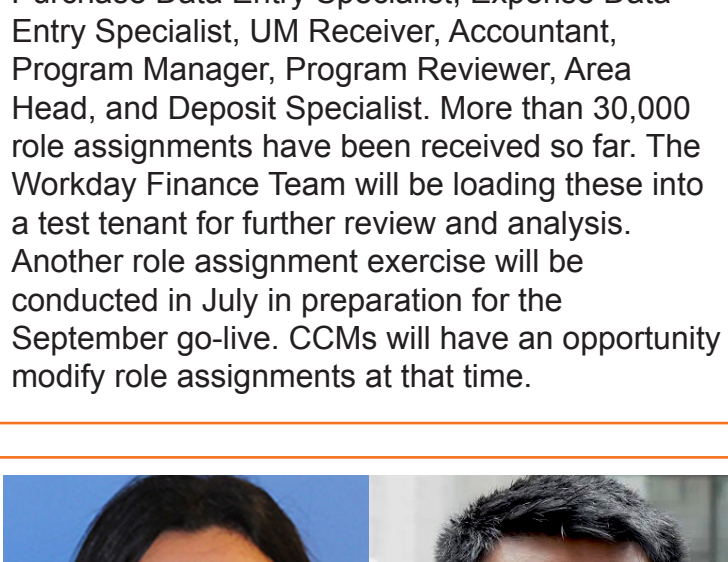
Workday Update: HR/Payroll Business Processes

- This ninety-minute webinar will provide an overview of the changes to the HR/Payroll business processes
- Training will be available from Wednesday, July 12 to Tuesday, July 18

Workday: Payroll Accounting (Instructor-Led Training)

- This two-hour session will cover costing allocations and payroll accounting adjustments in Workday using FDM field values
- Training will be available from Tuesday, July 18 to Friday, August 25
- **Important:** You will not be able to register for a **Workday: Payroll Accounting instructor-led training (ILT)** session until you complete the required **Workday Financial Data Model (FDM) 101** Computer-Based Learning (CBL) module. To launch this CBL, visit [ULearn](#) and search for the keywords: "FDM 101"

If you have questions or need further assistance, feel free to contact the Workday project team at: workday@miami.edu.

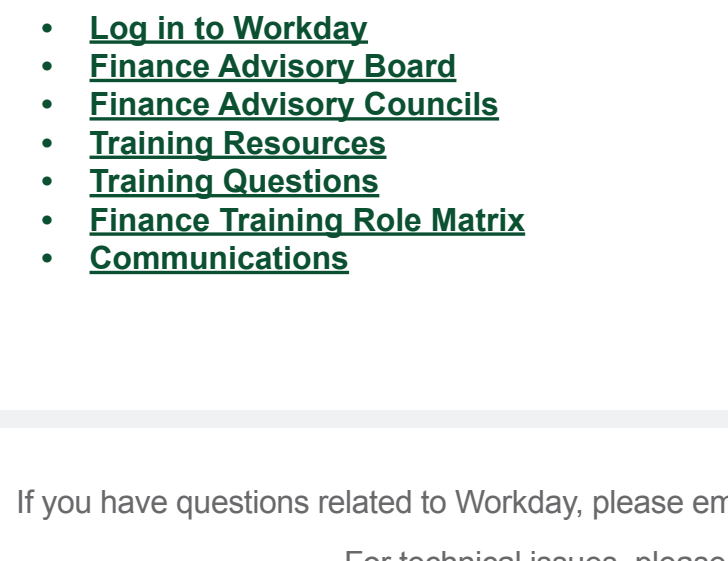
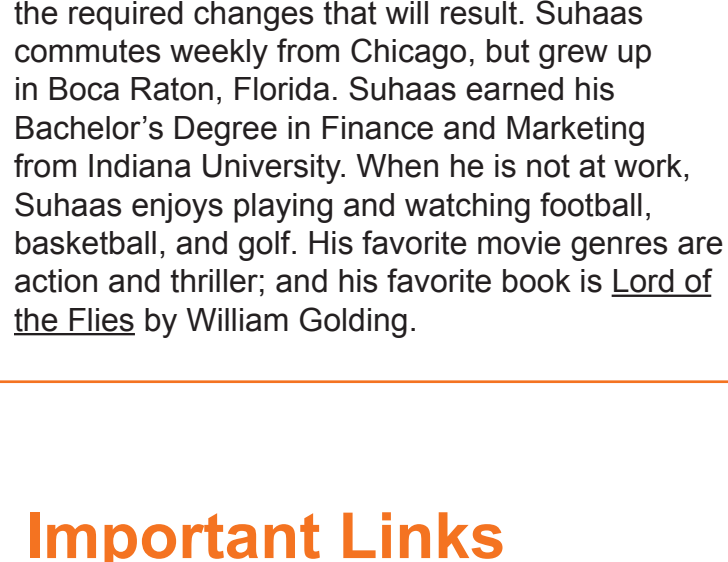


Changes to Workday HCM

Academic Period of 12 Month (Fiscal) – 2018: Previously, when initiating the Manage Period Activity Pay Assignments business process, the Academic Period of 12 Month (Fiscal) was not an option. Configuration was updated and the Academic Period of 12 Month (Fiscal) is now an option on the dropdown selection.

Complete Form I-9: Notification for Hire Initiator:

Previously, there was no notification that alerted the I-9 initiator that the I-9 process for Students was completed. Configuration was updated to notify that the process has been completed and therefore the Add Additional Job business process can be initiated.



Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Brittany Martinez and Suhaas Polavarapu.

Brittany is an Enterprise Resource Planning (ERP) Developer with the Workday Finance Team. She develops integrations for Workday and Dell Boomi, and supports Salesforce. Brittany was born in Anchorage, Alaska, but moved to Miami at the age of four and has been living here ever since. She earned her Bachelor's Degree in Information Technology from Florida International University. When Brittany is away from the office, she enjoys reading, playing piano, and playing board games with friends. Her favorite movie genres are action/adventure and sci-fi. And her favorite book follows said, being *The Hitchhiker's Guide to the Galaxy* by Douglas Adams.

Suhaas is the Deloitte HCM/Payroll Retrofit Lead. He analyzes and reviews the current HCM/Payroll configuration to determine the impact of the Workday Finance implementation and the required changes that will result. Suhaas commutes weekly from Chicago, but grew up in Boca Raton, Florida. Suhaas earned his Bachelor's Degree in Finance and Marketing from Indiana University. When he is not at work, Suhaas enjoys playing and watching football, basketball, and golf. His favorite movie genres are action and thriller; and his favorite book is *Lord of the Flies* by William Golding.

Important Links

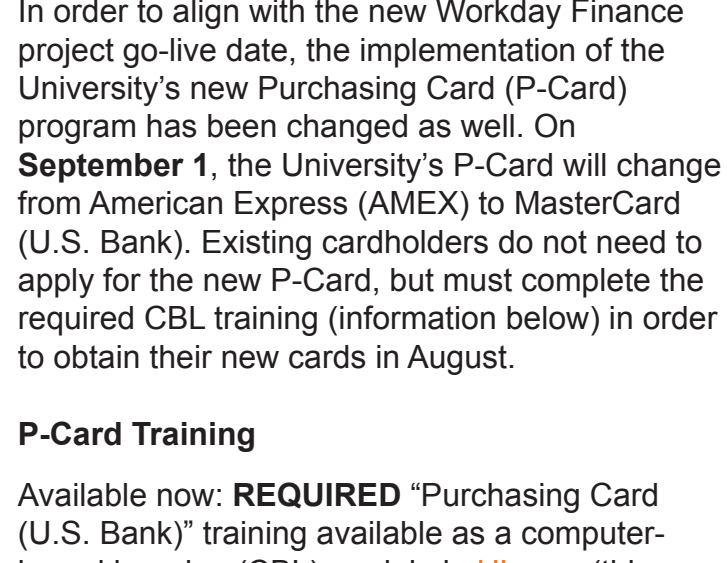
- [Log in to Workday](#)
- [Finance Advisory Board](#)
- [Finance Advisory Councils](#)
- [Training Resources](#)
- [Training Questions](#)
- [Finance Training Role Matrix](#)
- [Communications](#)



Workday Finance Support

The Workday Finance website has been updated to include the **"Workday Finance Training Role Matrix"** under the Workday Finance Training tab. The matrix provides a list of recommended training for each role in Workday.

The "Workday Finance Weekly Digest" will resume on Monday, July 17 to provide weekly updates on critical deadlines, events, and milestones leading up to the September 1 go-live. The Workday Finance Team has created an email account specifically for Finance project support. Feel free to send your questions, concerns, or suggestions to workdayfinance@miami.edu and a Workday Finance expert will get back to you as soon as possible.



Purchasing Card - Updated Card Distribution Timeline

In order to align with the new Workday Finance project go-live date, the implementation of the University's new Purchasing Card (P-Card) program has been changed as well. On **September 1**, the University's P-Card will change from American Express (AMEX) to MasterCard (U.S. Bank). Existing cardholders do not need to apply for the new P-Card, but must complete the required CBL training (information below) in order to obtain their new cards in August.

P-Card Training

Available now: **REQUIRED** "Purchasing Card (U.S. Bank)" training available as a computer-based learning (CBL) module in [ULearn](#) (this CBL is **required** to receive the new P-Card). To register, log in to [ULearn](#) and search using the following keywords: "U.S. Bank" or the complete course name: **"Purchasing Card (U.S. Bank)."**

Important Dates

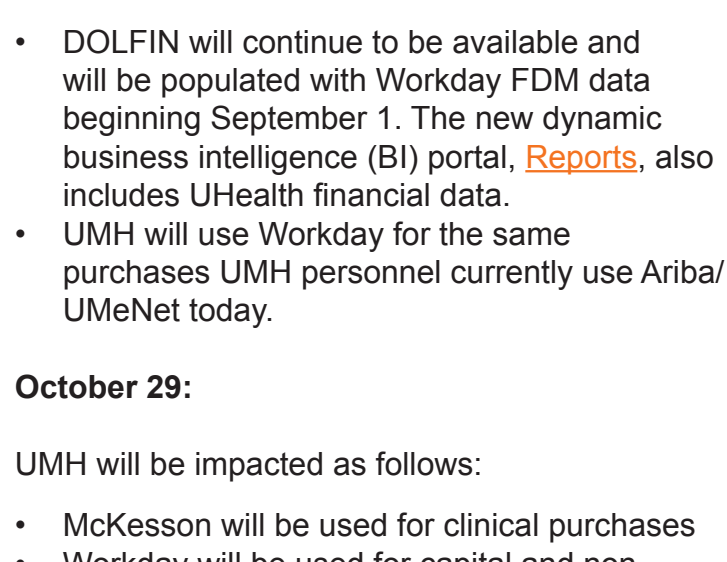
July 17: Last day to complete **required** training in order to receive new P-Card by September 1.

August 1: New MasterCard (U.S. Bank) cards will be available for pick up to those who have completed training. Details on the pick-up process will be provided in July. Please note, arrangements to pick up the cards earlier than August 1 can be made, if necessary, by contacting the Corporate Cards Office at: (305) 284-2417 or pcard.ap@miami.edu with at least 24 hours' notice.

Mid-August: AMEX cards will be deactivated and can no longer be used at some point in mid-August. Details on this date will be provided when deployment dates are finalized.

September 1: MasterCard (U.S. Bank) cards activated for use. MasterCard (U.S. Bank) charges incurred on or after September 1 will be reconciled in Workday.

If you have any questions about the P-Card program, please contact the Corporate Cards Office at: (305) 284-2417 or pcard.ap@miami.edu.



Impact for UHealth

UHealth, including the University of Miami Hospitals and Clinics (UMHC), Ann Bates Leach Eye Hospital (ABLEH), University of Miami Hospital (UMH), and the University of Miami Medical Group (UMMG), will be impacted by the Workday Finance implementation as follows:

September 1:

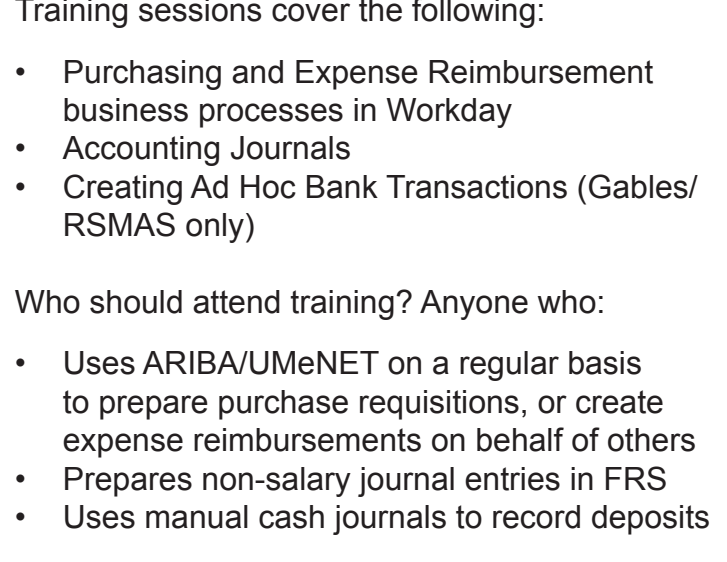
- UMHC and ABLEH will use Workday for capital and non-clinical purchases, expense reimbursements, and P-Card reconciliation. McKesson will continue to be used for clinical purchases and Lawson will be used for general ledger.
- UMMG will use McKesson for clinical purchases and will use Workday for all other in-scope functionality.

- DOLFIN will continue to be available and will be populated with Workday FDM data beginning September 1. The new dynamic business intelligence (BI) portal, **Reports**, also includes UHealth financial data.
- UMH will use Workday for the same purchases UMH personnel currently use Ariba/UMeNet today.

October 29:

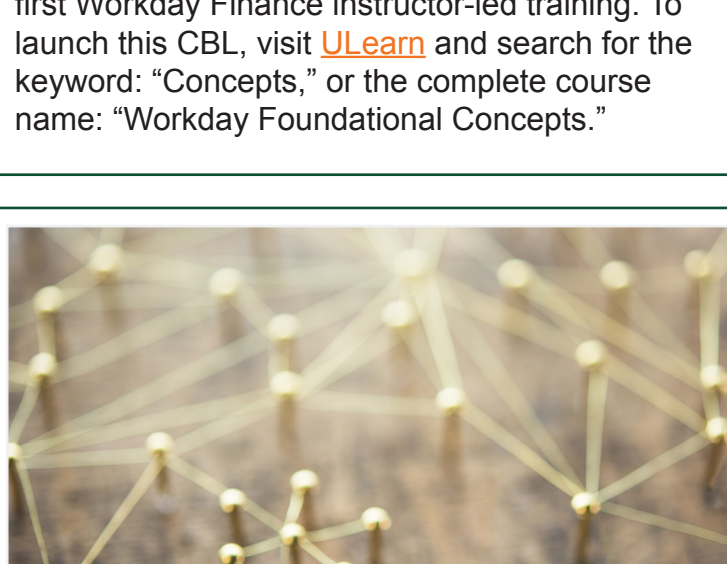
UMH will be impacted as follows:

- McKesson will be used for clinical purchases
- Workday will be used for capital and non-clinical purchases, expense reimbursements and P-Card reconciliations
- Lawson will be used for general ledger



FRS Account Mapping Validation Exercise

In June, the Workday Finance team worked with Miller School of Medicine (MSOM) Cost Center Managers (CCMs) and their finance staff to review and validate the Cost Center mapping and hierarchies submitted by Medical Center Finance for the Academy and University of Miami Medical Group (UMMG). This effort provided critical validation of information for go-live. Thank you to all that participated.



Register for Workday Finance Training

Please continue to encourage your staff to attend training.

Training sessions cover the following:

- Purchasing and Expense Reimbursement business processes in Workday
- Accounting Journals
- Creating Ad Hoc Bank Transactions (Gables/RSMAS only)

Who should attend training? Anyone who:

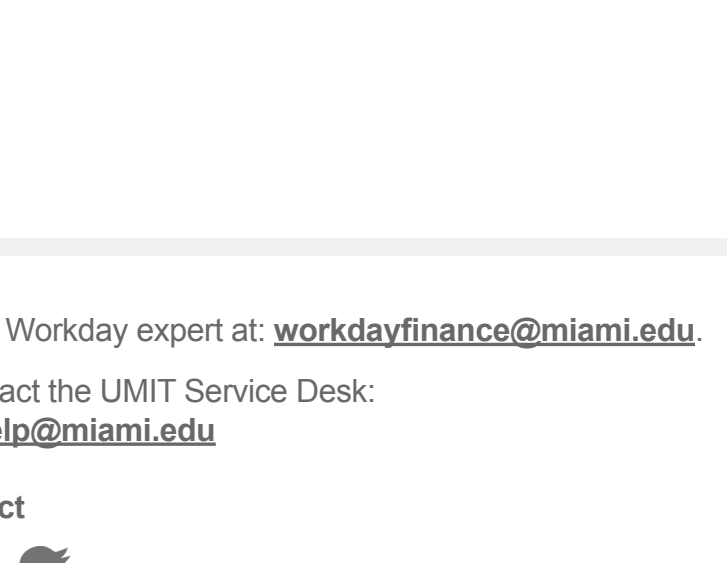
- Uses ARIBA/UMeNET on a regular basis to prepare purchase requisitions, or create expense reimbursements on behalf of others
- Prepares non-salary journal entries in FRS
- Uses manual cash journals to record deposits

To register, log in to [ULearn](#) and search using the following keywords: "Procurement," "Expenses," "Journals," and/or "Ad Hoc."

Please visit [ULearn](#) to view the full schedule and select a date, time and location. Sessions are offered on the Coral Gables, Medical, and the Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses.

Important: You will not be able to register until you complete the required Workday Financial Data Model (FDM) 101 online Computer Based Learning (CBL) module. To register, visit [ULearn](#) and search for the keyword: "FDM101," or by the complete course name: **"Workday FDM 101."** Completion of the previously offered FDM 101 webinar satisfies this requirement.

The Workday Foundational Concepts CBL is also highly recommended prior to attending your first Workday Finance instructor-led training. To launch this CBL, visit [ULearn](#) and search for the keyword: "Concepts," or the complete course name: "Workday Foundational Concepts."



Supplier Management

The University's vendorization process will now take place in Jaggaer, the new electronic supplier management system. Approved UM suppliers will use Jaggaer to enroll by providing necessary information. A new process is being developed to request new suppliers. More details will be provided in the coming weeks.

Once invited, suppliers can provide information and also maintain their information (including insurance certificates) in a supplier portal. In order to do business with UM (or its hospitals), all suppliers must enroll, provide necessary documentation, and have a complete profile in the system. Suppliers began enrolling in January and progress in critical supplier categories is being carefully monitored to ensure that necessary suppliers are available for September 1. In Workday, users will view this catalog of suppliers via UMarketplace.

If you have questions about Jaggaer or the vendorization process, please contact the UM Purchasing and Supply Chain Services team at: supplychain.supplierapp@miami.edu, or (305) 284-5751.

Workday Finance Practice Labs

Practice labs are a great opportunity to get hands-on experience in Workday (no lecture will be presented). You will be able to complete both scripted exercises from the Workday Finance course(s) you have already completed, and additional scenarios using your department's common purchases or expense reimbursements. One-hour practice labs are currently available for those who have already attended the following one or more of the following Workday training sessions:

- Workday: Expenses
- Workday: Procurement
- Workday: Procurement and Expenses
- Purchasing Card Education (U.S. Bank)
- Accounting Journals
- Business Intelligence (BI)

Practice labs are currently scheduled on the Coral Gables and Medical Campuses. To register, log in to [ULearn](#) and search using the following keywords: **"Practice Lab."**